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Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons

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English only

Third session
New York, 28 April-9 May 2014

Information for participation by non-governmental organizations

The present document provides preliminary information for non-governmental organization participants in the third session of the Preparatory Committee for the 2015 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons. Any necessary additional information will be provided closer to the date of the session. As documentation becomes available, it and other information will be posted on the 2014 Preparatory Committee website (http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2014).

Date: 28 April to 9 May 2014

Opening plenary meeting: Monday, 28 April at 10 a.m.

Place: Trusteeship Council Chamber
United Nations Headquarters
New York

I. Provisions for the attendance of non-governmental organizations

1. Based on the practice of the previous preparatory committees and on the relevant rules of procedure of the 2010 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, which will apply provisionally for the third session of the Preparatory Committee for the 2015 Review Conference until a final decision on this matter is taken, representatives of non-governmental organizations (NGOs) shall be allowed, upon request, to attend the meetings of the Committee other than those designated closed, to be seated in the public gallery, to receive documents of the Committee and, at their own expense, to make written

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material available to the participants in the Committee. The Committee will also allocate a meeting for NGOs to address the Committee.

II. Practical arrangements for accreditation, registration and issuance of identification badges

Accreditation

2. All requests for accreditation must be received by the United Nations Office for Disarmament Affairs before **3 March 2014**. Such requests should be made through the United Nations Civil Society Network (CSO-Net) by filling out an online accreditation form available at http://bit.ly/1doQ8EX.

3. Please follow the instructions on the above-mentioned website. It is advisable to first check if your organization already has a profile in CSO-Net by searching the profile database at http://esango.un.org/civilsociety.

4. If your organization is not part of CSO-Net, please create your organizational profile at http://esango.un.org/civilsociety/showNewProfile.do?method=addNewProfile&sessionCheck=false.

5. In so doing, make sure that you select "ECOSOC consultative status"* at "Main objective" regardless of your status with the United Nations to ensure that the information is transmitted to the CSO-Net administrator. This is for database management purposes only.

6. Those NGOs that have requested accreditation as stated above will be informed by the Office for Disarmament Affairs by e-mail by **10 March 2014** of the outcome of their request for accreditation to the Committee. Please bear in mind that individuals requesting accreditation to the Review Conferences and the Preparatory Committee, as well as those planning to attend side events, must be at least 18 years of age. For questions related to accreditation, please contact Ms. Soohyun Kim (kim12@un.org).

Registration and issuance of identification badges

7. Please bear in mind that incomplete registrations and registrations received after the deadline will not be processed. The Preparatory Committee secretariat can no longer grant last minute requests from NGOs for guest or visitor passes.

8. The registration process involves two steps: (a) pre-registration of NGO representatives online; (b) registration of NGO representatives on site at United Nations Headquarters. Pre-registration instructions will be provided once the participation of NGOs is approved.

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* The consultative relationship with the Economic and Social Council is governed by Economic and Social Council resolution 1996/31, which outlines the eligibility requirements for consultative status, rights and obligations of NGOs in consultative status, procedures for the withdrawal or suspension of consultative status, the role and functions of the Economic and Social Council Committee on Non-Governmental Organizations, and the responsibilities of the United Nations Secretariat in supporting the consultative relationship. Consultative status is granted by the Council upon recommendation of the Committee on Non-Governmental Organizations, which is comprised of 19 Member States.

9. NGOs that are provisionally accredited to the meeting must pre-register the representatives who they expect to attend the meeting by **11 April 2014**.

10. Online pre-registration will be available from **11 March to 11 April 2014** to organizations whose accreditation has been provisionally approved. Upon completion of pre-registration, registrants will be able to download a confirmation letter and a registration form through CSO-Net. Please note that a personal registration form is required for on-site registration.

11. Owing to ongoing renovation of United Nations Headquarters, information regarding on-site registration will be provided at a later date, closer to the Committee session, under the section "NGO Participation" at http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2014/. For questions related to registration, please contact Ms. Soohyun Kim (at kim12@un.org).

III. Facilities for non-governmental organizations

12. In order to facilitate the participation of NGOs in the Committee, Conference Room C will be made available for use by all accredited NGOs for their meetings, briefings and side events and for distribution of official conference documents to their representatives. The NGO point of contact, Ms. Ray Acheson, will be responsible for the allocation of time and availability of Conference Room C for NGO briefings and meetings. The contact details of the NGO point of contact are provided in section VII.

13. NGOs are solely responsible for delivering, storing, distributing and removing their materials (including documents), as well as for all related costs. The Secretariat does not receive or store any materials on behalf of NGOs. NGOs are advised to ensure that boxes or any other containers can be easily opened for security inspection, if requested. The Secretariat will authorize removal of materials judged to be inappropriate.

IV. Documentation

14. Official documents and statements of the Committee will be posted on its website (http://www.un.org/disarmament/WMD/Nuclear/NPT2015/PrepCom2014).

15. Pending a decision by the Committee, NGOs may be allowed to display their documents and other information materials on a designated table. One copy of each document should be provided to the Secretariat through the NGO point of contact, Ms. Ray Acheson, prior to public display. Ms. Acheson's contact details are provided below.

V. Presentations by non-governmental organizations

16. Without prejudice to a decision by the States parties as to the programme of work of the Committee, it is tentatively expected that a meeting for NGO presentations will be held from 10 a.m. to 1 p.m. on 30 April 2014. As in the past, NGOs are requested to coordinate among themselves in deciding which representatives will address the Committee during the session allocated for NGO

presentations. The designated NGO point of contact will provide a confirmed list of speakers, as well as a set of 15 copies of each presentation to the Secretariat, not later than 10 a.m. on 29 April 2014.

VI. Side events and exhibits of non-governmental organizations

17. The availability of space for side events during the Committee session is limited. Side events that can be accommodated within the room allocated to NGOs will also be scheduled by the NGO point of contact. In order to coordinate the calendar of events held in the margins of the meetings of the Committee, the Secretariat would be grateful to receive advance information on planned NGO events. It is important that this information be relayed as soon as possible, in particular if assistance is needed from the Secretariat to facilitate arrangements. Any request for side events must specify the list of all necessary technical equipment and services. The provision of some technical equipment and services will need to be paid for by the requesting NGO. The information should be transmitted to the Secretariat by the NGO point of contact by 31 March 2014. NGOs must make sure that lecturers, presenters, speakers or any other invitees of their side events have valid security identification badges or otherwise register them as members of their own delegations to the Committee.

18. Limited space may be available for exhibits at the north end of the Secretariat Lobby and the curved wall space on the first floor of the Conference Building. Please contact Ms. Maria del Rosario de la Fuente (delafuentem@un.org), to enquire about the availability of exhibition space and relevant details.

VII. Contact person for non-governmental organizations

19. The Secretariat has been informed that the designated NGO point of contact in connection with NGO participation in the Preparatory Committee is as follows:

Ms. Ray Acheson
Reaching Critical Will
777 United Nations Plaza, 6th Floor
New York, NY 10017, USA
Tel: (1-212) 682-1265
Fax: (1-212) 286-8211
E-mail: ray@reachingcriticalwill.org

VIII. Letters of invitation and visas

20. The United Nations is not in a position to provide letters of invitation or letters to consulates requesting that NGO representatives be provided visas for travelling to the United States in order to attend the meetings of the Committee. It is the responsibility of NGO representatives to make their own arrangements for visas, travel and related costs.

NGO representatives check list	*Deadline*
Requests for NGO accreditation sent to the Committee secretariat	3 March 2014
Notification by e-mail from the Secretariat confirming to NGO representatives whether accreditation documentation was received in order and whether the name of their organization will be included in the list of submissions to States parties	10 March 2014
Request for NGO representative pre-registration	11 April 2014

Accessibility services for persons with disabilities

21. As part of the conference servicing facilities of the Department for General Assembly and Conference Management, the United Nations Secretariat has established an accessibility centre, which is located at level 1-B of the Conference Building and can be reached using the Secretariat escalators. It is aimed to enable greater participation of persons with disabilities in intergovernmental processes and meetings at the United Nations. State-of-the-art assistive technologies for persons with visual, audio and mobility impairments are available at the Centre. The devices include desktop magnifiers, screen readers, Braille and other assistive keyboards, portable DAISY players, hearing aids, bone conduction headsets, specialized mouse, Braille notetakers, among others. Wheelchair-charging provisions at various locations in the conference facilities will also be available. Trained staff will be available to provide assistance on using the devices at the centre.

22. Among measures to make the United Nations more accessible for persons with disabilities, the *Journal of the United Nations* has been made accessible by screen-readers for persons with visual impairments. The Security Council and General Assembly verbatim records are also being made screen-reader friendly. Many parliamentary documents are made accessible upon request. To identify these documents, each of them bears the "accessibility logo". The PaperSmart meetings servicing portal is compliant with Web Content Accessibility Guidelines (WCAG 2.0). Braille prints are made available on request in all six official languages.